

Program Components

The diagram below highlights the major topics covered in the program. Upon successful completion, the graduates receive Diploma in **Administrative Assistant** program. For complete and detailed information please refer to the college catalog.



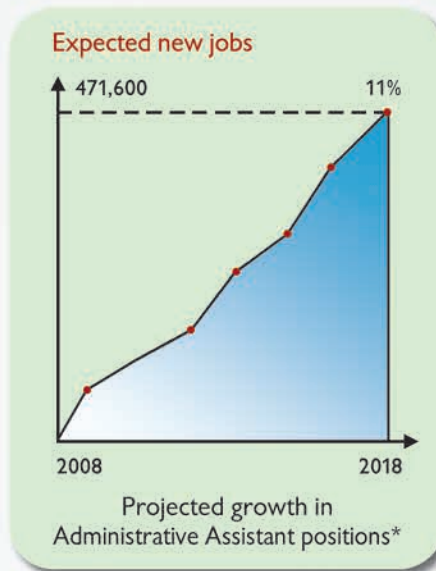
Career Opportunities



Office Manager • Secretary • Receptionist • Data Entry
Database Manager • Word Processor • Customer Service

Our Mission

ORT's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Further, the mission is to provide technical skills and knowledge necessary for employment and career advancement. Success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of ORT among the community and the pool of volunteers.



*Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition.

Career Outlook

According to U.S. Department of Labor, employment of office and administrative support supervisors and managers is expected to increase by 11%, and to grow about as fast as the average for all occupations through 2018. Administrative assistants will have among the largest number of job openings due to growth and the need to replace workers who transfer to other occupations or leave this occupation. Opportunities should be best for applicants with extensive knowledge of computer software applications. Administrative assistants will continue to play a key role in most organizations for handling responsibilities such as planning conferences, working with clients, and instructing staff that require tact and communication skills.



Program Objective

The Assistant program is an innovative and advanced approach to vocational English skills for the modern workforce. Merging technology and advanced English language skills, this unique program enables all second language learners to continue their acquisition of English proficiency in speaking, listening, reading and writing, while gaining an intensive orientation to all areas of office procedures including advanced vocational English vocabulary, interpersonal communication registers, styles and idiomatic expressions, Microsoft Office Suite, technical and business writing, oral fluency and development, pronunciation and accent, vocational protocol and skills, business communication using email, introduction to the internet, advanced vocational English listening and speaking skills, as well as linguistic subtleties and conventions.

Program Length

This program may be offered in the morning, afternoon, or evening sessions. The morning and afternoon sessions are taught 5 days per week (Monday through Friday) for approximately 30 weeks of instruction. In the evening session, this program is taught 4 evenings per week (Monday through Thursday) for approximately 45 weeks of instruction. This is a 31 semester credit hour program with 720 instructional hours.